



Massachusetts Department of Environmental Protection
Bureau of Resource Protection • Watershed Permitting Program
Surface Water Discharge (NPDES) • Non-Industrial Wastewaters

BRP WM 2A Application for Permit to Discharge Municipal Wastewater

Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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BRP WM 2A

Permit Fact Sheet

1. What is the purpose of NPDES Permits?

These permits protect public health and the environment by controlling pollutant discharges to surface waters and ensuring that the water quality criteria and receiving water use prescribed in the Massachusetts Surface Water Quality Standards (314 CMR 4.00) are met.

2. Who must apply?

Form BRP WM 2A is designed to collect general information that applies to public wastewater treatment facilities that discharge to surface waters. Form BRP WM 2A should accompany BRP WM 05, BRP WM 06 or BRP WM 07 as appropriate.

3. What other requirements should be considered?

- In addition to filing the appropriate application forms with the Massachusetts DEP, an applicant must contact the U.S. EPA to obtain and file the appropriate federal NPDES permit application forms. It is not necessary to submit engineering designs or final plans to EPA for approval.
- Application for operator certification and facility rating in accordance with 257 CMR 2.00 is required for operation of treatment works.
- Permits of this type may require MEPA review. Please carefully examine the MEPA Regulations (301 CMR 11.00) to determine if your project exceeds the MEPA review thresholds. For more information contact the MEPA Unit of the Executive Office of Environmental Affairs at 617-727-5830.

DEP cannot begin technical review of the permit application until the MEPA process has been completed, unless otherwise agreed to in writing. Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the DEP MEPA Coordinator in the region where the facility is located.

Addresses for DEP Regional Office are contained on the "Addresses and Phone Numbers" page of this application package.

4. What is the application fee?

There is no fee associated with Form WM 2A. The BRP WM 2A form accompanies BRP WM 05, BRP WM 06 or BRP WM 07 applications. See instructions for those forms for their respective fees.

5. What is the Primary Permit Location?

Completed permit applications should be submitted to:

**Department of Environmental Protection
Division of Watershed Management
627 Main Street, 2nd Floor
Worcester, MA 01608**



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BRP WM 2A

Permit Fact Sheet

6. What are the timelines?

The BRP WM 2A form accompanies BRP WM 05, BRP WM 06 or BRP WM 07 applications. Timelines for BRP WM 05, BRP WM 06 or BRP WM 07 govern.

7. What are annual compliance fees?

The BRP WM 2A form accompanies BRP WM 05, BRP WM 06 or BRP WM 07 applications. Annual compliance fees for BRP WM 05, BRP WM 06 or BRP WM 07 govern.

8. How do I enter a transmittal number?

The Transmittal For Payment Form link provides a unique transmittal number. The BRPWM2A form combined with a BRPWM05, BRPWM06 or BRPWM07 form create one permit application. The same transmittal number should be entered on the BRPWM2A form and the BRPWM05, BRPWM06 or BRPWM07 form.

9. How long is the notice of intent in effect?

Federal and state regulations each stipulate that NPDES permits be issued for a period, "not to exceed 5 years". Permits may be issued for less than 5 years.

10. How can I avoid the most common mistakes made in submitting an application?

- Use appropriate state and federal forms. The state forms are included in the Forms Section to this application package.
- Answer all application questions. Follow the accompanying instructions carefully when answering.
- Make sure the application is signed and dated in ink by a legally responsible official.
- Submit a copy of the DEP Transmittal Form and the completed application forms to the DEP Office of Watershed Management.
- Submit fee and a copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

11. What are the state regulations that apply to these permits? Where can I get copies?

These regulations include, but are not limited to:

- Surface Water Discharge Regulations, 314 CMR 3.00.
- Surface Water Quality Standards, 314 CMR 4.00.
- Wastewater Treatment Plant Operators, 257 CMR 2.00.
- Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore (in State House)
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Division of Watershed Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 791-4131

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams	Colrain	Hampden	Monroe	Pittsfield	Tyringham
Agawam	Conway	Hancock	Montague	Plainfield	Wales
Alford	Cummington	Hatfield	Monterey	Richmond	Ware
Amherst	Dalton	Hawley	Montgomery	Rowe	Warwick
Ashfield	Deerfield	Heath	Monson	Russell	Washington
Becket	Easthampton	Hinsdale	Mount Washington	Sandisfield	Wendell
Belchertown	East Longmeadow	Holland	New Ashford	Savoy	Westfield
Bernardston	Egremont	Holyoke	New Marlborough	Sheffield	Westhampton
Blandford	Erving	Huntington	New Salem	Shelburne	West Springfield
Brimfield	Florida	Lanesborough	North Adams	Shutesbury	West Stockbridge
Buckland	Gill	Lee	Northampton	Southampton	Whately
Charlemont	Goshen	Lenox	Northfield	South Hadley	Wilbraham
Cheshire	Granby	Leverett	Orange	Southwick	Williamsburg
Chester	Granville	Leyden	Otis	Springfield	Williamstown
Chesterfield	Great Barrington	Longmeadow	Palmer	Stockbridge	Windsor
Chicopee	Greenfield	Ludlow	Pelham	Sunderland	Worthington
Clarksburg	Hadley	Middlefield	Peru	Tolland	

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



Acton	Chanton	Hopkinton	Millbury	Rutland	Uxbridge
Ashburnham	Clinton	Hubbardston	Millville	Shirley	Warren
Ashby	Douglas	Hudson	New Braintree	Shrewsbury	Webster
Athol	Dudley	Holliston	Northborough	Southborough	Westborough
Auburn	Dunstable	Lancaster	Northbridge	Southbridge	West Boylston
Ayer	East Brookfield	Leicester	North Brookfield	Spencer	West Brookfield
Barre	Fitchburg	Leominster	Oakham	Sterling	Westford
Bellingham	Gardner	Littleton	Oxford	Stow	Westminster
Berlin	Grafton	Lunenburg	Paxton	Sturbridge	Winchendon
Blackstone	Groton	Marlborough	Pepperell	Sutton	Worcester
Bolton	Harvard	Maynard	Petersham	Templeton	
Boxborough	Hardwick	Medway	Phillipston	Townsend	
Boylston	Holden	Mendon	Princeton	Tyngsborough	
Brookfield	Hopedale	Milford	Royalston	Upton	

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



Ablington	Danmorth	Freetown	Mattapoisett	Provincetown	Tisbury
Acushnet	Dennis	Gay Head	Middleborough	Raynham	Truro
Attleboro	Dighton	Gosnold	Nantucket	Rehoboth	Wareham
Avon	Duxbury	Halifax	New Bedford	Rochester	Wellfleet
Barnstable	Eastham	Hanover	North Attleborough	Rockland	West Bridgewater
Berkley	East Bridgewater	Hanson	Norton	Sandwich	Westport
Bourne	Easton	Harwich	Norwell	Scituate	West Tisbury
Brewster	Edgartown	Kingston	Oak Bluffs	Seekonk	Whitman
Bridgewater	Fairhaven	Lakeville	Orleans	Sharon	Wrentham
Brockton	Fall River	Manfield	Pembroke	Somerset	Yarmouth
Carver	Falmouth	Marion	Plainville	Stoughton	
Chatham	Foxborough	Marshfield	Plymouth	Swansea	
Chilmark	Franklin	Mashpee	Plympton	Taunton	

DEP Northeast Region
One Winter Street
Boston, MA 02108
Telephone: (617) 654-6500
Fax: (617) 556-1049
TDD: (617) 574-6868



Amesbury	Chelmsford	Hingham	Merrimac	Quincy	Wakefield
Andover	Chelsea	Holbrook	Methuen	Randolph	Walpole
Arlington	Cohasset	Hull	Middleton	Reading	Waltham
Ashland	Concord	Ipswich	Millis	Revere	Watertown
Bedford	Danvers	Lawrence	Milton	Rockport	Wayland
Belmont	Dedham	Lexington	Nahant	Rowley	Wellesley
Beverly	Dover	Lincoln	Natick	Salem	Wenham
Billerica	Dracut	Lowell	Needham	Salisbury	West Newbury
Boston	Essex	Lynn	Newbury	Saugus	Weston
Boxford	Everett	Lynnfield	Newburyport	Sherborn	Westwood
Braintree	Frammingham	Malden	Newton	Somerville	Weymouth
Brookline	Georgetown	Manchester-By-The-Sea	Norfolk	Stoneham	Wilmington
Burlington	Gloucester	Marblehead	North Andover	Sudbury	Winchester
Cambridge	Groveland	Medfield	North Reading	Swampscott	Winthrop
Canton	Hamilton	Medford	Norwood	Tewksbury	Woburn
Carlisle	Haverhill	Melrose	Peabody	Topsfield	



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Permitting Program

Transmittal Number _____

Form 2A

Application for Permit to Discharge Municipal Wastewater

Date Received _____

A. Facility Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Facility name and address:

Name _____

Street Address _____

City/Town _____

State _____

Zip Code _____

2. Mailing address:

Street/PO Box: _____

City/Town _____

State _____

Zip Code _____

Telephone Number (including extension) _____

E-mail address (optional) _____

Facility Contact Person _____

Contact person's title _____

3. Type of treatment:

- a. None ☐
- b. Primary ☐
- c. Intermediate ☐
- d. Secondary ☐
- e. Advanced ☐

4. Design flow of facility:

_____ mgd

5. Average daily flow of facility:

_____ mgd

6. Percent BOD removal:

- a. 0 to 29.9 ☐
- b. 30 to 64.9 ☐
- c. 65 to 84.9 ☐
- d. 85 to 94.9 ☐
- e. 95 or more ☐

7. Population served:

- a. 1 to 199 ☐
- b. 200 to 499 ☐
- c. 500 to 999 ☐
- d. 1,000 to 4,999 ☐
- e. 5,000 to 9,000 ☐
- f. 10,000 or more ☐

8. Number of separate discharge points:

- a. 1 ☐
- b. 2 ☐
- c. 3 ☐
- d. 4 ☐
- e. 5 ☐



Form 2A

Application for Permit to Discharge Municipal Wastewater

A. Facility Information (cont.)

9. Description of wastewater discharged to surface waters only (check as applicable):

Flow, MGD (million gallons per operating day)

Discharge per operating day	a. Average	b. Maximum
0 to 0.0099	<input type="checkbox"/>	<input type="checkbox"/>
0.01 to 0.049	<input type="checkbox"/>	<input type="checkbox"/>
0.05 to 0.099	<input type="checkbox"/>	<input type="checkbox"/>
0.1 to 0.49	<input type="checkbox"/>	<input type="checkbox"/>
0.5 to 0.99	<input type="checkbox"/>	<input type="checkbox"/>
1.0 to 4.9	<input type="checkbox"/>	<input type="checkbox"/>
5 or more	<input type="checkbox"/>	<input type="checkbox"/>

Volume treated before discharging (percent)

Discharge per operating day	a. Average	b. Maximum
None	<input type="checkbox"/>	<input type="checkbox"/>
0.1 to 34.9	<input type="checkbox"/>	<input type="checkbox"/>
35 to 64.9	<input type="checkbox"/>	<input type="checkbox"/>
65 to 94.9	<input type="checkbox"/>	<input type="checkbox"/>
95 to 100	<input type="checkbox"/>	<input type="checkbox"/>

10. If any wastewater, treated or untreated, is discharged to place other than surface waters (check below as applicable):

Flow, MGD (million gallons per operating day)

Wastewater to be discharged to	a. Deep well	b. Evaporation lagoon	c. Subsurface percolation system	d. other (specify) _____
0 to 0.0099	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.01 to 0.049	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0.05 to 0.099	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0.1 to 0.49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0.5 to 0.99	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.0 to 4.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 or more	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Form 2A

Application for Permit to Discharge Municipal Wastewater

A. Facility Information (cont.)

11. Do you receive industrial waste? ☐ Yes ☐ No

If yes, enter approximate number of industrial discharges into system: _____
Approximate number

12. Type of collection sewer system:

- ☐ A. Separate sanitary
☐ B. Combined sanitary and storm
☐ C. Both separate and combined sewer system

13. Name of receiving water or waters: _____

14. Does your discharge contain, or is it possible for your discharge to contain, one or more of the following substances: ammonia, cyanide, aluminum, beryllium, cadmium, chromium, copper, lead, mercury, nickel, selenium, zinc, phenols?

☐ Yes ☐ No

B. Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I will be responsible for publication of public notice of the applicable permit proceedings identified under 314 CMR 2.06(1)(a) through (d)."

Signature of applicant _____

Date Signed _____

Printed name of applicant _____

Title _____

Telephone Number (including extension) _____

Name of Preparer _____

Title _____

Telephone Number (including extension) _____